

## Professional Adjudication Specialist

07/23/2014

**Sensitive**

97-634555

Position is subject to funding availability

*This position is advertised under the Locally Employed Staff Program of the United States Mission in China. All applicants must already have relevant documentation to legally reside and work for the U.S. Government in China to be eligible for consideration.*

**OPEN TO:** U.S. Citizen Eligible Family Members (U.S. EFMs) – All Agencies

**POSITION:** Professional Adjudication Specialist  
FP-04, FP-05, FP-06 (determined by educational qualifications)

**OPENING DATE:** July 23, 2014

**CLOSING DATE:** August 6, 2014  
(Only applications received by the closing date will be considered)

**WORK HOURS:** Full-time: 40 hours/week

**SALARY:** Not-Ordinarily Resident (NOR):

- FP-04: USD 62,378 p.a.
- FP-05: USD 50,544 p.a.
- FP-06: USD 45,185 p.a.

(Starting salary and final grade will be determined by Washington)

**LOCATION:** The incumbent may be assigned to work at the primary Embassy compound or one of the Embassy's off-compound facilities in Beijing.

**NOTE:** Must have at least 12 months remaining at post by the closing date of this vacancy announcement in order to be considered for this position, or have a current/active Secret security clearance.

The U.S. Embassy in Beijing is seeking an individual for the position of **Professional Adjudication Specialist** in the **Consular Section**.

## **BASIC FUNCTION OF THE POSITION:**

The Professional Adjudication Specialist provides visa services (and/or passport and American citizen services dependent on post needs) under the supervision of the consular section chief or sub-unit chief. The incumbent conducts interviews with visa (and/or passport) applicants and makes appropriate decisions with regard to eligibility. Other pre- and/or post- interview processing responsibilities may be required as needed, to include biometric collection. The incumbent may be expected to be able to work at Consular offices at both the current and former Embassy locations.

*A copy of the complete position description listing all duties and responsibilities is available in the office of Human Resources (x4500).*

## **QUALIFICATIONS REQUIRED:**

*All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Applicants who fail to do so, or who do not meet the position's required qualifications, **will not** be considered for this position.*

### **Education:**

- The successful applicant's hiring grade will be determined by their highest educational qualifications, as follows:
  - FP-06: Completion of high school and attendance at an accredited college or university for at least one (1) semester, earning at least 11 credit hours as part of a degree program, is required.
  - FP-05: Master's degree or Juris Doctor is required.
  - FP-04: Doctorate Degree is required.
- Provided that performance evaluations are rated satisfactory or above, applicants hired at the FP-06 level may be promoted to the FP-05 level after 12 months of service; applicants hired at the FP-05 level may be promoted to the FP-04 level after 18 months of service.

### **Experience:**

- Successful completion of FSI's PC 530 (the Basic Consular Course) within the past five (5) years; OR
- Employment in a position with consular adjudication authority for 12 months within the past five (5) years; OR
- Currently employed in the consular section and willing and able to attend the PC 530 course prior to entering the PAS position, otherwise qualified for the PAS position and able to serve at least 12 months in the PAS position after successful completion of PC 530.

### **Language:**

- Level IV (Fluent) speaking/reading/writing in English is required.  
*Applicants will be required to demonstrate written language proficiency by completing a writing sample, proctored by an official U.S. direct hire. A passing score on the Expanded Professional Associate Program writing assessment OR placement on the Foreign Service generalists register will also be accepted.*

- Level II (Limited Knowledge) Speaking and Level I (Rudimentary Knowledge) Reading Chinese Mandarin is required.  
*Current FSI scores must be provided.*

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (U.S. EFM's) and U.S. Veterans who are legally residing in country will be given preference. Therefore, it is essential that the candidate specifically address the above required qualifications in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- Post HR conducts the initial eligibility and qualifications review of applications. HR forwards only the applications meeting the qualifications listed above to the Bureau of Consular Affairs Executive Office (CA/EX) for consideration.
- CA/EX reviews all qualified applications, including writing sample submissions, and when feasible, incorporates comments from applicant interviews with post consular section chief and/or CA/EX staff. CA/EX makes the final hiring decision and relays the decision to post HRO. Post HR requests the FMA appointment to the regional Family Member Employment Coordinator.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- The candidate must be able to obtain and hold a Secret security clearance.

### **TO APPLY:**

Interested candidates for this position must submit the following (Note that all below documentation is required unless otherwise indicated):

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174).
2. Evidence of PC 530 completion or requisite employment as a designated Consular Associate.
3. Recommended: A cover letter addressing the required qualifications detailed in the vacancy announcement and how the applicant meets these qualifications.
4. Copy of passport and visa showing Chinese Government approval to legally reside and work for the U.S. Government in China

5. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. If the DD-214 is not submitted with the application, the applicant will not be considered for Veterans preference.
6. Any other documentation (e.g. resume/CV, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Human Resources Office  
American Embassy Beijing, China  
Email: [BeijingHREFMApplications@state.gov](mailto:BeijingHREFMApplications@state.gov)  
(please specify the position title in the subject line)

**CLOSING DATE FOR THE POSITION: 11:59 p.m., August 6, 2014**

*The U.S. Mission in Beijing provides equal opportunity, and fair and equitable treatment in employment to all people with regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

**DEFINITIONS:**

**Eligible Family Member (EFM):** An individual related to a U.S. Government (USG) employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**U.S. Citizen Eligible Family Member (U.S. EFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders or approved form [OF-126](#), Foreign Service Residence and Dependency Report, of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under chief of mission authority, or at an office of the American Institute in Taiwan; and either:
  1. resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
  2. resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3 FAM 3232.2](#).

**Appointment Eligible Family Member (AEFM):** An EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment who:

- is a U.S. citizen; and,
- is the spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and,
- is listed on the travel orders or approved form [OF-126](#), Foreign Service Residence and Dependency report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority; and,
- is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan;
- does not receive a Foreign Service or Civil Service annuity;
- is entitled to Overseas Comparability Pay when hired on a Family Member Appointment.

**Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- not an EFM; and,
- not on the travel orders of the sponsoring employee; and,
- has been officially declared by the sponsoring USG employee to the chief of mission as part of his/her household.

An MOH is under chief of mission authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. An MOH does not have to be a U.S. citizen.

**Not Ordinarily Resident (NOR):** An individual who:

- is **not** a citizen of the host country; and,
- does not ordinarily reside in the host country; and,
- is not subject to host-country employment and tax laws; and,
- has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

**Ordinarily Resident (OR):** A foreign national or a U.S. citizen who:

- is locally resident in the host country; and,
- has legal, permanent resident status within the host country; and,
- has the required work permits for employment in country; and,
- is subject to host-country employment and tax laws.

EFM's without a U.S. Social Security Number are also considered OR. All OR employees, including U.S. citizens, are hired under a Personal Services Agreement (PSA) and are compensated in accordance with the Local Compensation Plan (LCP).